

Governmental Relations Manager

The Governmental Relations Manager is a permanent, full-time position used by various agencies. Positions are located in Montgomery. This is highly responsible professional administrative work in coordinating a statewide comprehensive governmental relations and information program within a department having a high volume of complex legislative activity with statewide implications and affecting numerous entities.

Minimum Requirements: Candidate must hold a position or be able to attain one on State Personnel register for Governmental Relations Manager (State Personnel Classification 11989)

- Bachelor's degree from an accredited four-year college or university with a degree in any related major.
- Five years of experience in governmental relations, public information or journalism to include two years of administrative or supervisory experience.

Roles & Responsibilities: Listed R & Rs are representative only and may be adjusted to reflect current needs of the department.

- Coordinate a comprehensive governmental relations and information program representing the agency and Secretary.
- Monitor legislative and Congressional activity with statewide implications that affect numerous entities.
- Develop and maintain relationships with the Governor's Office, Alabama Legislature, and state and federal agencies.
- Research and produce presentations, internal and external policy communications, and public relations information.
- Represent the agency in all legislative matters, including contract review, researching and developing policy, and analyzing and drafting legislation that impacts the agency and any related entities.
- Report on legislative and inter-agency activities and local, state, and national issues impacting the agency to the Secretary and appropriate leadership.
- Assist in organizing the Secretary's weekly updates for the Governor's Chief of Staff, Policy Office, Legislative Affairs Office, and Cabinet.
- Serve on boards, task forces, and committees as appointed.
- Support the agency's federal grant application, review, and evaluation process.
- Other requests and projects as determined and assigned by Senior Director or Secretary.

Please submit resume and cover letter to:

Tammy Gibson
Personnel Director
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